



CITY COUNCIL AGENDA REPORT

MEETING DATE: September 6, 2011 ITEM NUMBER:

**SUBJECT: AMENDMENT OF SUBSTANTIAL AMENDMENT FOR COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG-R) PROGRAM**

DATE: SEPTEMBER 6, 2011

**FROM: CITY MANAGER'S OFFICE/HOUSING AND COMMUNITY
DEVELOPMENT**

PRESENTATION BY: MURIEL ULLMAN, NEIGHBORHOOD IMPROVEMENT MGR.

FOR FURTHER INFORMATION CONTACT: ALMA PENALOSA 714-754-5692

RECOMMENDATIONS

That the City Council:

1. Authorize the submittal to Department of Housing and Urban Development (HUD) of the attached Amendment to the 2008-2009 Annual Action Plan Substantial Amendment (Exhibit A) in order to reprogram \$20,300 in CDBG-R funds for the Large Item Disposal Program.

BACKGROUND

In February 2009, the American Recovery and Reinvestment Act of 2009 (Recovery Act) was signed into law. Pursuant to the Recovery Act, a special allocation of Community Development Block Grant (CDBG) funds was authorized to supplement CDBG funds already received by the City. This special Recovery Act allocation of CDBG funds has been designated as CDBG-R. Like the City's regular allocation of CDBG funding, CDBG-R funds could be spent for a variety of eligible activities that primarily benefitted Low- and Moderate-Income residents, with the provision that expenditures also met the spirit of the Recovery Act.

The City of Costa Mesa was allocated \$366,409 in CDBG-R funds. In order to receive these funds, the City was required to prepare a substantial amendment to its 2008-2009 Annual Action Plan (i.e. the City's annual expenditure plan for CDBG funds). Originally, the City proposed to use all CDBG-R funds for the reconstruction of the Joann Street Bike Path; however, HUD rejected this use of the funds. Subsequently, the City submitted a revised substantial amendment that allocated funds for the reconstruction of two residential streets and also allocated a portion of funds for CDBG-R grant administration.

In mid 2010, both of the two CDBG-R funded street projects (Knowell Place and Ralcom Street) were completed for less than anticipated leaving approximately \$25,000 available for reallocation to eligible CDBG-R activities. Because the City did not include CDBG-R funded public services in its original Substantial Amendment for CDBG-R funding, the City is required to prepare the subject Amendment to the 2008-2009 Annual Action Plan Substantial Amendment. In accordance with federal regulations, the City is required to post the proposed amendment on its website and also make a hard copy of the document available for public review for a seven-day. A notice was published in the Newport-Mesa Daily Pilot on August 5, 2011, announcing the required public review period which began on August 5, 2011 and ended on August 12, 2011. All written public comments (and applicable staff responses to public comments) will be summarized and included in the final amendment that is submitted to HUD.

ANALYSIS

At its June 7, 2011 meeting, the City Council approved the appropriation of \$20,300 in CDBG-R funds as a public service grant for the Large Item Disposal Program.

The Large Item Disposal Program is a new Program that will be offered as part of the City's existing neighborhood improvement programs. The Program will make an effort to address an existing community need to improve and maintain properties in the CDBG target area.

Presently, there are no neighborhood improvement programs that address rental units. This program will fill a gap in providing assistance to low and moderate-income multi-family residents in the target area. The Program will place dumpsters in 6 different areas in the CDBG Target Area for residents of multi-family units to dispose of large debris. The Program will assist low and moderate-income target area residents in maintaining their property by allowing them to dispose of debris and large items in their community. The Program will help expand an essential service (large item disposal) that is presently being provided by the City's waste hauler in certain areas of the City. However, the waste hauler does not provide service to multi-family properties on an automatic basis as landlords must call to request the service and there is a fee involved. Additionally, the current waste hauler's large item pick up program does not cover all portions of the CDBG target area.

Please see Exhibit B for the revised Large Item Disposal Program application and budget.

Consolidated Plan Substantial Amendment

On May 6, 2009, HUD published regulations for the use and application of CDBG-R funding. HUD required that the City "substantially amend" its 2008- 2009 Annual Action Plan to include CDBG-R funds. The Action Plan is a component of the City's Consolidated Plan. Each year an action plan must be prepared that outlines how the City will use CDBG and HOME funds to address the priority needs listed in the Consolidated Plan. The City's most current Consolidated Plan was prepared in Fiscal Year 2005-2006 – Fiscal Year 2009-2010 is the last year of this Consolidated Plan's cycle.

The Substantial Amendment to the 2008-2009 Action Plan was submitted to and approved by HUD in mid 2009. Because we are reprogramming funds for the Large Item Disposal Program, the substantial amendment must also be amended. The amendment to the substantial amendment will be submitted to HUD after authorization to submit is granted by the City Council. Tonight's City Council action will approve the submittal of the amendment to the substantial amendment.

ALTERNATIVES CONSIDERED

The City Council approved the appropriation of \$20,300 for the Large Item Disposal Program at its June 7, 2011 meeting. Even so, the City Council has the option to reject the submission of the amendment to the substantial amendment and reappropriate the funds to another eligible use. However, the City Council should keep in mind that these one-time funds must be fully expended by September 30, 2012.

FISCAL REVIEW

CDBG-R funds are available for the Large Item Disposal Program. \$20,300 has been appropriated for the Program and will be utilized for staff and program supplies.


LEGAL REVIEW

No legal review is required for this matter at this time.

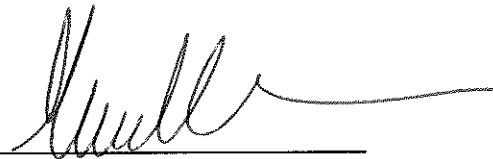
CONCLUSION

It is recommended that the City Council:

Authorize the submittal to HUD of the attached Amendment to the Substantial Amendment to the 2008-2009 Annual Action Plan (Exhibit A) in order to reprogram the CDBG-R funds for the Large Item Disposal Program.



Thomas R. Hatch
Chief Executive Officer



Muriel Ullman
Neighborhood Improvement Manager

Attachment A – Revised Substantial Amendment to the Consolidated Plan 2008 Action Plan

Attachment B - Large Item Disposal Program application and budget.

THE CDBG-R SUBSTANTIAL AMENDMENT

Jurisdiction(s): <u>City of Costa Mesa</u>	CDBG-R Contact Person: <u>Muriel Ullman</u>
	Address: <u>77 Fair Drive, Costa Mesa CA 92628</u>
Jurisdiction Web Address:	Telephone: <u>714-754-5167</u>
• <u>www.ci.costa-mesa.ca.us</u>	Fax: <u>714-754-5330</u>
	Email: <u>mullman@ci.costa-mesa.ca.us</u>

ENSURING RESPONSIBLE SPENDING OF RECOVERY ACT FUNDS

Funding available under the Recovery Act has clear purposes – to stimulate the economy through measures that modernize the Nation’s infrastructure, improve energy efficiency, and expand educational opportunities and access to health care. HUD strongly urges grantees to use CDBG-R funds for hard development costs associated with infrastructure activities that provide basic services to residents or activities that promote energy efficiency and conservation through rehabilitation or retrofitting of existing buildings. While the full range of CDBG activities is available to grantees, the Department strongly suggests that grantees incorporate consideration of the public perception of the intent of the Recovery Act in identifying and selecting projects for CDBG-R funding.

A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES

Grantees must provide information concerning CDBG-R assisted activities in an electronic spreadsheet provided by HUD. The information that must be reported in the spreadsheet includes activity name, activity description, CDBG-R dollar amount budgeted, eligibility category, national objective citation, additional Recovery Act funds for the activity received from other programs, and total activity budget. An electronic copy of the spreadsheet and the format is available on HUD’s recovery website at <http://www.hud.gov/recovery>.

B. CDBG-R INFORMATION BY ACTIVITY (COMPLETE FOR EACH ACTIVITY)

- (1) Activity Name: (Grantees should follow the same order that activities are listed in the Spreadsheet for Reporting Proposed CDBG-R Activities – this will allow HUD to easily match activity narratives with the information provided in the spreadsheet.)

Pursuant to the *American Recover and Reinvestment Act of 2009* (Recovery Act), the City of Costa Mesa has been notified by HUD that it will receive \$366,409 in Community Development Block Grant-Recovery (CDBG-R) funds. As prescribed by the Recovery Act, the City undertook an evaluation of CDBG-eligible activities that meet the intent and spirit of the Recovery Act. As delineated in the *Notice of Program Requirements*, "Funding available under the Recovery Act has a clear purpose - to stimulate the economy through measures that modernize the Nation's infrastructure, improve energy efficiency, and expand educational opportunities and access to health care." Another key to the evaluation of activities to be funded with CDBG-R was to give priority to projects that can award contracts based on bids within 120 days of the HUD grant agreement execution date. Additional, consideration was to be given to activities that could be started and completed expeditiously, including a goal of using at least 50% of funds for activities that could be initiated no later than 120 days after Feb 17, 2009 (or June 20, 2009).¹

The City of Costa Mesa submitted a CDBG-R project for HUD's consideration on June 4, 2009; however, under advisement from HUD-LA Field Office, that project has been withdrawn and in its place two public infrastructure improvement and one program administration activity are submitted for CDBG-R funding consideration. The public infrastructure improvement projects will meet several of the goals of the Recovery Act:

- Economic stimulus by infusing funds into the local economy
- Preservation of jobs – an estimated 25 between two construction projects
- Improving the city's (i.e., nation's) infrastructure
- Improving energy efficiency by reducing energy resources needed to produce construction materials.

The specific activities are as follows:

Knowell Place Roadway Rehabilitation: This project consists of the reconstruction of approximately 840 linear feet of asphalt roadway, plus the removal/reconstruction of damaged curb/gutter and sidewalks, and the installation of ADA-compliant ramps. Street reconstruction will be undertaken with non-traditional asphalt manufacturing process that will substantially reduce the amount of diesel fuel needed to heat the bitumen in order to create the asphalt cement (a.k.a. Warm-Mix Asphalt). To the greatest extent feasible, recycling of materials will be implemented for the concrete reconstruction portion of the project. The project is located in Census Tract: 0637.02, Block Group: 04; this area is 67.1% Low- and Moderate-income according to HUD estimates. In addition to providing an infusion of funds into the local economy, the project will also help preserve several jobs during various states of construction.

¹ Due to the delay in releasing the CDBG-R Funding Notice, the June 20, 2009 target date became moot.

Ralcam Place Roadway Rehabilitation: This project consists of the reconstruction of approximately 550 linear feet of asphalt roadway, plus the removal/reconstruction of damaged curb/gutter and sidewalks, and the installation of ADA-compliant ramps. Similar energy savings/recycling efforts described above will be applied to this project. The project is located in Census Tract: 0637.02, Block Group: 01. This area is 55.5% Low- and Moderate-income according to HUD 2008 estimates. In addition to providing an infusion of funds into the local economy, the project will also help preserve several jobs during various states of construction.

CDBG-R Administration: As allowed, approximately 10 percent (\$36,409) of the City's CDBG-R funding will be reserved for program oversight and coordination. These efforts include preparation of quarterly and annual reports, IDIS data management, and preparing other required reports and documents for CDBG-R implementation. Funds may result in the preservation of full- or part-time staffing and also provide a small infusion of cash into the local economy.

No CDBG-R funding is allocated for public services.

Because both public facility improvement projects are located in the City's Low- and Moderate-Income area; therefore, 100% of the City's CDBG-R funds (excluding Admin) will be used to benefit the City's Low- and Moderate-income residents.

1st Amendment (August 2011): The City is allowed to utilize up to 15 percent of CDBG-R funds (approximately \$54,960) for public services. As originally submitted, the City anticipated utilizing all CDBG-R funds for capital projects and a portion for program administration. Capital projects have been completed – both projects were completed under budget and a balance of approximately \$50,000 in CDBG-R funds remains available for programming.

Originally, the City had anticipated using \$12,000 in CDBG-R funds for the R.O.C.K.S. after-school program. However, the City Council ultimately decided the Program was too cumbersome for such a small amount of funding and the proposal was dropped. Instead, in an effort to address an existing community need to improve and maintain properties in the CDBG target area, the City of Costa Mesa is proposing to utilize \$20,300 in CDBG-R funds to provide a public service as the Large Item Disposal Program. The Program will assist low and moderate-income target area residents in maintaining their property by allowing them to dispose of debris and garbage in their community. The Program will be administered by the City and funds will be used for program staff, advertising and dumpster rental.

(2) Activity Narrative:

In addition to the Spreadsheet for Reporting Proposed CDBG-R Activities, grantees must provide a narrative for each activity describing how the use of the grantee's CDBG-R funds will meet the requirements of Title XII of Division A and Section 1602 of ARRA. The grantee's narrative must

also state how CDBG-R funds will be used in a manner that maximizes job creation and economic benefit in relation to the CDBG-R funds obligated, and will address the Recovery Act, by:

Both construction projects will take approximately 30 days to design; based on similar type projects, advertising, bidding and award of the construction contracts will take approximately 90 days. Assuming design begins as soon as HUD approves the City's CDBG-R substantial amendment, these projects should be ready to begin within 120 days of the receipt of the CDBG-R grant agreement. Similarly, CDBG-R administration will be operation upon the receipt of the grant agreement. Construction activities will be carried out by the City of Costa Mesa's Public Services Department, who will be responsible for the street rehabilitation design, bidding and construction management. The City's Housing and Community Development staff will be responsible for CDBG-R grant management. All construction project related funds will be expended within six to nine months from the award of construction contract (approximately completion date is September to October 2010); CDBG-R admin funds will be expended by September 30, 2012 or sooner.

- Preserving and creating jobs and promoting economic recovery: As with most capital improvement-related activities, job preservation/creation is achieved by infusing unanticipated funding into the local economy. In the case of street pavement rehabilitation, construction trade jobs will be preserved during the construction phase of the project. Additionally, job may be preserved/created indirectly. Examples of the latter include asphalt and concrete suppliers who will need crews to produce, prepare and deliver materials on-site, and heavy construction equipment suppliers whose inventory may be needed for demolition, removal and transportation of used asphalt/concrete to factories where materials can be recycled for new uses, and to bring materials to the construction site. The multiplier impact of this CDBG-R investment can be extensive, reaching well beyond the construction industry.

The current economic downturn has also significantly impacted the City's budget. Utilizing this supplemental funding to undertake infrastructure improvements will help the City spread very limited funds to other projects which may help preserve city jobs, especially those impacted by the retraction of the construction industry (e.g., civil engineers and construction inspectors). Funds used for CDBG-R administration may also help preserve jobs – due to projected budget deficits some activities that are partially supported by the City's general fund and HUD funds may be curtailed. CDBG-R administrative responsibilities may be shifted to staff faced with reduced work hours, thus possibly preserving one or more full- or part-time positions.

1st Amendment (August 2011): The Large Item Disposal Program is a new Program that will be offered as part of the City's existing neighborhood improvement program. Presently, there are no neighborhood improvement programs that address rental units. This program will fill a gap in providing assistance to low and moderate-income multi-family residents in the target area. A newly created part-time temporary position will handle coordination of the event along with staff as well as manning of the dumpsters on the day of the event.

Existing staff will also be utilized to assist with coordination of the program and supervision on the day of the event.

- Assisting those most impacted by the recession: Based on federal labor reports, one of the industries hardest hit by the current recession is the construction industry. Both large and small construction businesses have experienced a significant reduction in work, which in many cases has necessitated the reduction of their respective workforce. Equally impacted are those businesses that depend on the construction industry, e.g., material and equipment suppliers. It is anticipated that quick infusion of CDBG-R funds into the construction industry will help those businesses and individuals facing financial difficulties.

Equally impacted by the recession are residents of the City's Low- and Moderate-Income areas. Homeowners in the CDBG-Target Area have experienced significant reduction in home values. This loss of paper-wealth has many implications to a household's financial stability. Similarly, renters may be experiencing raising rents as property owners struggle to maintain their investment properties. By investing in residential streets, the City is not only improving its transportation infrastructure but may also provide a positive impact on property values.

1st Amendment (August 2011): According to the Consolidated Plan, 82% of the residents in the target area are low and moderate income. Maintaining one's living space can be challenging due to competing priorities such as paying rent, food and utilities. The Large Item Disposal Program will allow for target area residents to improve their living space by removing large item debris at no cost to them.

Also, as mentioned earlier, a part-time temporary position has been created and will be partially funded with CDBG-R funds. Without the City's commitment to utilize these funds for the Large Item Disposal Program, this part-time position might not have been possible and one less job or a part-time position with significantly less hours would've been created.

- Providing investment needed to increase economic efficiency: The use of Warm-Mix Asphalt contributes to economic efficiencies in a number of ways:
 1. Warm-Mix Asphalt allows for the incorporation of a higher percent of reclaimed asphalt pavement into the production of new asphalt concrete thus encouraging the recycling of resources,
 2. The manufacturing of Warm-Mix Asphalt requires less energy to produce than new asphalt and may also reduce green-house gas emissions from the factory producing asphalt, and;
 3. Reduced energy costs will lower the overall cost of a project or may allow for the more street surfaces to be improved for the same cost as the traditional hot-mix asphalt project.

1st Amendment (August 2011): Utilizing CDBG-R funding for the Large Item Disposal Program will not have a direct impact on economic efficiencies.

- Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits: Investing CDBG-R funds in these two street projects will result in replacing deteriorated street surfaces with new surfaces with an estimated 20-year life. As outlined above, Warm-Mix Asphalt production/construction will also result in a reduction in the consumption of fossil fuel. Research in Warm-Mix Asphalt applications indicates a 20 to 35 percent savings in “burner” fuel may be realized in the manufacturing of Warm-Mix Asphalt compared to traditional asphalt manufacturing techniques.² There is also a reported reduction in green-house gas emissions. Per the National Asphalt Pavement Association, “Reduced emissions through the use of [Warm-Mix Asphalt] is dependent on several factors ... Generally speaking, less fuel translates directly to lower emissions at the plant, since the largest part of gaseous emissions is the result of fuel combustion during the [asphalt] drying and heating process.”³ All efforts to reduce the use of crude oil, both large and small, have the cumulative impact of providing long-term economic benefit throughout the nation.

1st Amendment (August 2011): Utilizing CDBG-R funding for the Large Item Disposal Program is not a direct investment in transportation, environmental protection, or the City’s infrastructure.

- Minimizing or avoiding reductions in essential services: One of the essential municipal services most often impacted by a contracting economy is street maintenance (this includes street reconstruction). While delaying these types of projects provides an immediate benefit to the financial bottom line of a city, ultimately repairing or replacing the street will cost more. The investment of CDBG-R funds in these street projects will allow the City to provide an improvement in the City’s Low- and Moderate-Income area that will have a long-term impact on the neighborhood and may provide the opportunity for the City to redirect funds that would have possibly been allocated to this project to another project, thus further stimulating the local economy and providing an additional investment in the city’s/nation’s infrastructure.

1st Amendment (August 2011): Utilizing CDBG-R funding for the Large Item Disposal Program will help expand an essential service (large item disposal) that is presently being provided by the City’s waste hauler in certain areas of the City. However, the waste hauler does not provide service to multi-family properties on an automatic basis as landlords must call to request the service and there is a fee involved. Additionally, the current waste hauler’s large item pick up program does not cover all portions of the CDBG target area.

² Warm-Mix Asphalt: Best Practices. National Asphalt Pavement Association, 2007. Page 27.

³ Ibid.

- Fostering energy independence: Asphalt (bitumen) is a crude oil product. When combined with aggregate materials, it becomes asphalt cement – the product most often referenced as “asphalt” and used for the construction of streets and roadways.

The manufacturing of Warm-Mix Asphalt allows for an increase amount of reclaimed asphalt pavement (i.e., recycled asphalt) to be used in the production of new asphalt cement thus boosting the conservation of petroleum-based materials. Additionally as outlined above, the National Asphalt Pavement Association has estimated Warm-Mix Asphalt can result in reduced energy usage during the production of asphalt of 20 to 35 percent. Finally, to the extent feasible, concrete rubble resulting from demolition of curbs, gutters and sidewalks will be kept on-site to be used as the base aggregate for the construction of new curbs. Keeping these materials on-site will reduce the number of trips trucks will have to make to haul materials from the construction site to the concrete factory where it will be recycled.

1st Amendment (August 2011): Utilizing CDBG-R funding for the Large Item Disposal Program will not result in an increase in energy independence.

- (3) Jobs Created: (Report the number of full- and part-time jobs estimated to be created and retained by the activity (including permanent, construction, and temporary jobs)).

The City’s Public Services staff estimates that approximately **25 full- and part-time jobs** will be retained as a result of the construction of both of these projects. (Projects will most likely be bid together in order to maximize the economies of scale.) Examples of jobs that will be needed to undertake these projects includes construction surveyors, excavation crews, haulers (materials from/to construction sites) and concrete crews. Not included in this estimate are jobs that may be created from the renting of equipment needed to carry out the project and jobs created by material suppliers. As previously stated, funding of CDBG-R admin may also result in the preservation of full- or part-time jobs; however, other City budget constraints make counting this job preservation effort impractical at this time.

1st Amendment (August 2011): As stated earlier, funding of the Large Item Disposal program will result in the hiring of and/or preservation of hours for one part-time temporary position.

- (4) Additional Activity Information: A description of how the activity will promote energy conservation, smart growth, green building technologies, or reduced pollution emissions, if applicable.
- Promote energy conservation: The potential reduction in energy savings that may be realized via the use of Warm-Mix Asphalt has been discussed above; nonetheless by way of summary, it is estimated that the use of this asphalt production technique will result in a reduction in energy consumption of 20 to 35 percent during the manufacturing of asphalt. Additionally, since some of the concrete rubble resulting from demolition will be used as a

base for the construction of the new concrete curbs, additional energy savings may be realized by reducing the number of trips trucks will make from the project site to the concrete factory and/or landfill.

1st Amendment (August 2011): The Large Item Disposal Program will have no direct impact.

- Smart growth: Not applicable
- Green building technologies: The recycling of materials is a hallmark of green technology. Specifically for the proposed activities, to the greatest extent feasible, materials created from the demolition of sidewalks, curbs, gutters and roadway surfaces will be recycled on-site or at respective material production plants. Beyond recycling, the application of Warm-Mix Asphalt construction will result in a reduction in the use of fuel and a reduction in green-house gases emissions during the manufacturing of the asphalt - these production elements are also characteristics of green technology.

1st Amendment (August 2011): The Large Item Disposal Program will have no direct impact.

- Reduced pollution emissions: As previously stated, the National Asphalt Pavement Association has stated that Warm-Mix Asphalt results in reduced emissions of green-house gases. While this reduction depends on several factors, it is reasonable to assert that reducing the amount of fuel burned to produce the product is directly associated with a reduction in fumes put into the atmosphere by the factories producing this asphalt product. Additionally, since the application of Warm-Mix Asphalt is done at a lower temperature, less fumes are generated during the “laydown” process. A reduction in fumes provides a direct health benefit to workers and may also create a more comfortable work environment.

1st Amendment (August 2011): The Large Item Disposal Program will have no direct impact.

- (5) Responsible Organization: (Contact information for the organization that will implement the CDBG-R activity, including its name, location, and administrator contact information)

For CDBG-R Related Questions

Ms. Muriel Ullman
Neighborhood Improvement Manager
City of Costa Mesa
77 Fair Drive, Costa Mesa, CA 92628
Office: (714) 754-5167
Email: mullman@ci.costa-mesa.ca.us

For Street Rehabilitation Project Questions

Mr. Ernesto Munoz, City Engineer
Public Services Dept. City of Costa Mesa
77 Fair Drive
Cost Mesa CA 92628
Office: (714) 754-5173
Email: emunoz@ci.costa-mesa.ca.us

C. PUBLIC COMMENT

Provide a summary of public comments received to the proposed CDBG-R Substantial Amendment.

Note: A Proposed CDBG-R Substantial Amendment must be published via the usual methods and posted on the jurisdiction's website for no less than 7 calendar days for public comment.

Response:

Proof of publication and summary of comments were submitted with the City's original submission on June 5, 2009. Per HUD CPD Representative William Ward, no new public comments submission is required for this resubmission; however, a the revised CDBG-R Submission Template and Checklist has been posted on the City's webpage:

www.ci.costa-mesa.ca.us/departments/redevweb.htm

1st Amendment (August 2011): A notice in the Newport-Mesa Daily Pilot was published on August 5, 2011, announcing a seven-day public review and comment period. The comment period commenced on August 5, 2011 and ended on August 12, 2011. Additionally, the City notice informed the public that this draft 1st Amendment would be available for review on the City's website and at City Hall.

A summary of public comments, if any, and the City's response to comments, will be incorporated into the final 1st Amendment at the conclusion of the comment period.

CDBG-R Substantial Amendment Grantee Checklist

For the purposes of expediting review, HUD asks that applicants submit the following checklist along with the CDBG-R Substantial Amendment, Spreadsheet for Reporting Proposed CDBG-R Activities, and SF-424.

Contents of a CDBG-R Action Plan Substantial Amendment

Jurisdiction(s): <u>City of Costa Mesa</u> Lead Agency: <u>Housing & Community Development Division, Office of the City Manager</u> Jurisdiction Web Address: <u>www.ci.costa-mesa.ca.us</u> (URL where CDBG-R Substantial Amendment materials are posted)	CDBG-R Contact Person: <u>Muriel Ullman</u> Address: <u>77 Fair Drive, Costa Mesa CA 92628</u> Telephone: <u>714-754-5167</u> Fax: <u>714-754-5330</u> Email: <u>mullman@ci.costa-mesa.ca.us</u>
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The elements in the substantial amendment required for the CDBG recovery funds are:

A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES

Does the submission contain a paper copy of the Spreadsheet for Reporting Proposed CDBG-R Activities?

Yes ☒ No ☐ Verification found on page 13

1st Amendment (August 2011): Verification now found on page 15

Does the submission include an electronic version of the Spreadsheet for Reporting Proposed CDBG-R Activities sent to the email box CDBG-R@hud.gov?

Yes ☒ No ☐ Date Spreadsheet was emailed: Original Submission – 6/4/09
Revised Submission – 6/23/09

1st Amendment (August 2011): To be Submitted – 09/07/11

Does the Spreadsheet for Reporting Proposed CDBG-R Activities include, for each activity:

- amount of funds budgeted for each activity, including CDBG-R funds, any additional Recovery Funds used and total activity budget,
 Yes ☒ No ☐ Verification found on page(s) 13
 1st Amendment (August 2011): Verification now found on page 15
- the Eligibility citation (eligibility regulatory cite or HCDA cite),
 Yes ☒ No ☐ Verification found on page(s) 13
 1st Amendment (August 2011): Verification now found on page 15

- the CDBG national objective citation,
Yes ☒ No ☐ Verification found on page(s) 13
1st Amendment (August 2011): Verification now found on page 15

B. CDBG-R INFORMATION BY ACTIVITY

Does the submission contain information by activity describing how the grantee will use the funds, including:

- a narrative for each activity describing how CDBG-R funds will be used in a manner that maximizes job creation and economic benefit,
Yes ☒ No ☐ Verification found on page(s) 3 & 4
1st Amendment (August 2011): Verification now found on page 4, 5 & 6
- projected number of jobs created for each activity,
Yes ☒ No ☐ Verification found on page(s) 7
1st Amendment (August 2011): Verification now found on page(s) 8
- whether an activity will promote energy efficiency and conservation,
Yes ☒ No ☐ Verification found on page(s) 7
1st Amendment (August 2011): Verification now found on page(s) 9
- the name, location, and contact information for the entity that will carry out the activity,
Yes ☒ No ☐ Verification found on page(s) 8
1st Amendment (August 2011): Verification now found on page(s) 10
- evidence that no more than 10% of the grant amount will be spent on administration and planning,
Yes ☒ No ☐ Verification found on page (s) 4 & 13
1st Amendment (August 2011): Verification now found on page(s) 4 & 15
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes ☒ No ☐ Verification found on page (s) 4
1st Amendment (August 2011): Verification now found on page(s) 4, 5 & 15
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,
Yes ☒ No ☐ Verification found on page (s) 4
1st Amendment (August 2011): Verification now found on page(s) 5 & 6

C. PUBLIC COMMENT PERIOD

Was the proposed action plan amendment published via the jurisdiction's usual methods and on the Internet for no less than 7 calendar days of public comment?

Yes ☒ No ☐ Verification found on page(s) 9 (Note: this is a revised submission; City was advised by HUD-LA Field Office that a new comment period was not required.)

1st Amendment (August 2011): Verification now found on page(s) 11

Is there a summary of citizen comments included in the final amendment?

Yes ☒ No ☐ Verification found on page(s) 9

1st Amendment (August 2011): Verification now found on page(s) 11

D. CERTIFICATIONS

The following certifications are complete and accurate:

- | | | |
|--|---|-----------------------------|
| (1) Affirmatively furthering fair housing | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (2) Anti-displacement and relocation plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (3) Drug-free Workplace | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (4) Anti-lobbying | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (5) Authority of jurisdiction | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (6) Consistency with plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (7) Section 3 | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (8) Community development plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (9) Following a plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (10) Use of Funds | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (11) Excessive Force | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (12) Compliance with anti-discrimination laws | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (13) Lead-based paint procedures | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (14) Compliance with laws | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (15) Compliance with ARRA | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (16) Project selection | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (17) Timeliness of infrastructure investments | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (18) Buy American provision | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (19) Appropriate use of funds for infrastructure investments | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (20) 70% of CDBG-R for LMI | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

Optional Certification

- | | | |
|------------------|------------------------------|--|
| (21) Urgent Need | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|------------------|------------------------------|--|

D. STATE CERTIFICATIONS **NOT APPLICABLE**

The following certifications are complete and accurate:

- | | | |
|--|------------------------------|-----------------------------|
| (1) Affirmatively furthering fair housing | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (2) Anti-displacement and relocation plan | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (3) Drug-free Workplace | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (4) Anti-lobbying | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (5) Authority of State | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (6) Consistency with plan | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (7) Section 3 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (8) Community development plan | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (9) Consultation with Local Governments | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (10) Use of Funds | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (11) Excessive Force | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (12) Compliance with anti-discrimination laws | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (13) Compliance with laws | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (14) Compliance with ARRA | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (15) Project selection | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (16) Timeliness of infrastructure investments | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (17) Buy American provision | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (18) Appropriate use of funds for infrastructure investments | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (19) 70% of CDBG-R for LMI | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Optional Certification

- | | | |
|------------------|------------------------------|-----------------------------|
| (20) Urgent Need | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|------------------|------------------------------|-----------------------------|

CDBG-R
Activity Data Spreadsheet

Jurisdiction/Grantee Name: CITY OF COSTA MESA		CDBG-R Formula Grant Amount: \$366,409					Date: November 17, 2010
Activity Name	Activity Description	Eligibility (Regulatory or HCDA Citation)	National Objective Citation	CDBG-R Project Budget (\$)	Additional Recovery Funds (\$)	Other Leveraged Funding (\$)	Total Activity Budget
Knowell Place Roadway Rehabilitation	Reconstruction of roadway pavement, removal and reconstruction of deteriorated curb/gutter and sidewalk, reconstruction of ADA compliant ramps	570.201 (c)	570.208 (a)(1)	\$145,000	\$0	\$15,000	\$160,000
Ralcam Place Roadway Rehabilitation	Reconstruction of roadway pavement, removal and reconstruction of deteriorated curb/gutter and sidewalk, reconstruction of ADA compliant ramps	570.201 (c)	570.208 (a)(1)	*\$173,000	\$0	\$15,000	*\$188,000
CDBG-R Administration	Oversight and management of CDBG-R funding	570.206 (a)	570.208 (d)(4)	\$36,409	\$0	\$0	\$36,409
Large Item Disposal Program	Large Item Disposal Program	570.201 (e)	570.208 (a)(1)	\$20,300	\$0	\$0	\$20,300



CITY OF COSTA MESA
2011-2012 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE GRANT APPLICATION

Application is due 12:00 PM December 20, 2010
Late Applications will not be accepted
Submit 1 original application, certification and back up documentation to:

Mike Linares
Housing and Community Development
77 Fair Drive, Costa Mesa CA 92628

AND

Email the completed application to:

mlinares@cl.costa-mesa.ca.us

To be considered for funding a complete application & documents listed below must be submitted by the due date/time. Hard copy & electronic copy must be submitted by the due date/time.

Check each item included in your application package - ensure an authorized representative signs the application certification. Ensure all required text fields and applicable boxes are completed or checked (click on applicable box to insert text or check mark; "Tab" from field to field; avoid using hard returns within text boxes). Narrative text fields are limited in space so ensure responses are concise.

Do not submit testimonials, letters of support, or program literature

MODIFIED APPLICATIONS WILL NOT BE ACCEPTED

Organization Name: City of Costa Mesa Housing & Community Development,

Program Name: Large Item Disposal Program

CDBG Amount Requested: \$20,300

- ☒ Application
- ☒ Attachment A: Past & Projected Accomplishments
- ☒ Attachment B: Proposed Budget
- ☒ Attachment C: CDBG Funded Personnel
- ☐ Proposed Program Application or Intake Sheet - Not Applicable
- ☐ IRS Tax Exempt Documentation - Not Applicable
- ☐ Current Board of Directors Roster - Not Applicable
- ☐ Most Recent Audit, Financial Statements and 990 Tax Filing - Not Applicable

1. APPLICANT GENERAL INFORMATION

A. Organization Legal Name: City of Costa Mesa Housing & Community Development

B. Mailing Address: 77 Fair Drive, PO Box 1200, Costa Mesa, CA 92628-1200

C. Program Name: Large Item Disposal Program

D. CDBG Amount Requested: \$20,300

E. Check the ONE category that best describes the proposed program

☐ Elderly/Frail Elderly Services

☐ Youth Services

☐ Physically/Developmentally Disabled Services

☐ Crime Awareness

☐ Persons with HIV/AIDS Services

☐ Homeless Services

☐ Fair Housing

☐ Substance Abuse Services

☐ Severe Mental Illness Services

☐ Child Care Services

☒ Other Public Service (specify) Neighborhood Cleanup

☐ Health Services

F. Is this application submitted by a coalition of organizations?

☐ Yes ☒ No

G. Is this application submitted by a faith-based organization?

☐ Yes ☒ No

H. Location of where service will be provided (i.e., specify if program is citywide, a street address, a school site): CDBG Target Area

I. Person to contact regarding this application & program administration:

Name: Silvia Kennerson Email Address: Skennerson@ci.costa-mesa.ca.us

Telephone: 714-754-5023 Fax: 714-754-5330

J. Federal Tax ID Number: _____

K. DUNS Number: _____

L. Official Authorized to Sign Contracts and Expend Funds:

Name: Muriel Ullman Title: Neighborhood Improvement Manager

2. APPLICATION SUMMARY

Summarize the proposed program. Specifically discuss how the proposed program will address a priority need in Costa Mesa; your agency's capacity/experience to carry out the activity and to administer CDBG funds; the cost effectiveness of the proposed program; specifically how CDBG grant funds will be expended and if other resources will be used to leverage CDBG-grant funds. If you are submitting a coalition application, discuss the role of coalition partners and how coalition program and admin efforts will be coordinated. Costa Mesa's population is estimated at 116,479 & is the 8 most populous cities in O.C. Approximately 42% of the City's residents are considered low and moderate income and based on 2008 US census data, 9.6% of Costa Mesa households are living in poverty.

According to the Consolidated Plan, approximately 42% of the units in the City are owner occupied, while 58% of the units are renter occupied. Although the majority of the city's housing stock is in good condition, over 80% was constructed prior to 1980.

The Consolidated Plan estimates that lower income renter households are experiencing a variety of housing problems including excessive rent as a proportion of income and over 30% of their income on mortgage, taxes, insurance & utilities. Over 1/3 of all Costa Mesa households, regardless of race or ethnicity are paying more than 30% of their income for housing and/or living in substandard units. Additionally, 31.7% of senior homeowners are paying in excess of 30% of their income towards housing. Additionally, approximately 3,245 rental units and 799 owner occupied units are considered overcrowded as defined by HUD.

Maintaining one's living space whether it is an apartment or single family dwelling can be challenging due to competing priorities such as paying rent, food & utilities. Therefore, programs such as the housing rehabilitation grant & loan program have been very successful since they offer homeowners the ability to fix up their home at a very low cost. The Neighbors for Neighbors program allows low income homeowners to take advantage of both city assistance & volunteer labor to paint & repair their homes. Presently there are no neighborhood improvement programs which address rental units.

The attached map provides an overview of Costa Mesa's neighborhoods that are predominately low and moderate-income. These are areas of the city where at least 51% of residents meet HUD's definition of low & moderate-income. These areas dominate the lower southwest portion of the City. There are approximately 33,198 residents living in these target areas and 27,215 are low/moderate income (82%).

The CDBG funded Large Item Disposal Program would be designed only for target area residents in an effort to assist them in maintaining their property and disposing of debris, garbage and other related items. The City anticipates dividing the target area into 6 sections & providing a 40 yard temporary dumpster for 1 weekend on a rotational basis. The dumpster will be manned by city staff who will request the door hanger & photo I.D. for compliance. The approved vendor will deliver & pick up the temporary dumpster at a designated day & time. It is anticipated the dumpsters will be available for an entire weekend in each neighborhood. Dumpsters can be locked & secured over night.

The Large Item Disposal Program will be advertised using door hangers in the CDBG target area, fliers within local organizations and churches, community centers and the City's web page.

3. ORGANIZATION CAPACITY & EXPERIENCE

- A. State your organization's experience to carry out the proposed program. Include information regarding length of time providing service, professional qualification of staff (include license, academic credentials, etc.) and other relevant information. See below.
- B. Summarize your organization's experience administering CDBG public service grant funds. The City administers CDBG, HOME, RDA and various federal and state grants for over 40 years. Housing & Community Development (HCD) is responsible for long range neighborhood planning, affordable housing projects, public services and infrastructure programs. HCD monitors all 13 CDBG public service grants. Therefore HCD's staff is capable of developing and implementing a CDBG public service program and is intimately familiar with both regulations and monitoring requirements.

- C. If you have received CDBG funding from the City of Costa Mesa in past years, complete the table below for most recent years.

YEAR FUNDS RECEIVED	CDBG GRANT AMOUNT	NAME OF FUNDED PROGRAM
N/A	N/A	N/A
	\$	
	\$	

- D. If previously funded by Costa Mesa CDBG, has your agency ever failed to expend all grant funds that were awarded? Yes ☐ No ☐ NA ☒

If "Yes," explain reasons: _____

- E. If previously funded by Costa Mesa CDBG, has your agency ever failed to meet established contractual accomplishment goals? Yes ☐ No ☐ NA ☒

If "Yes," explain reasons: _____

- F. If you have not received CDBG funding from Costa Mesa in the past, list a minimum of three references of grant fund providers:

GRANT PROVIDER	GRANT PROVIDER CONTACT TELEPHONE # & EMAIL	GRANT AMOUNT	DATES COVERED BY GRANT FUNDS
N/A	N/A	N/A	N/A
		\$	
		\$	

4. PROGRAM INFORMATION

A. Complete the following budget summary for the proposed program.

1. 2011-2012 Costa Mesa CDBG Grant Funds Requested: \$20,300

2. Total 2011-2012 Program Budget: \$20,300

B. Outline how requested CDBG funds will be utilized (e.g., staff salaries, benefits; program supplies; insurance; direct client assistance, etc.)? Ensure that Attachment B "Proposed Program Budget" is reflective of this outline. Funds will be used for dumpster rental, communication & part-time salary.

C. What is the per unit cost to delivery of the proposed program? .65/person

This program anticipates serving 40% of total CDBG population (33,198) in the first year. 40% of 33,198 is 13,279.2/\$20,300 = .65/person

D. How does this cost per unit of service compare to other similar services? The cost per unit is not comparable to any other service in the city. The City currently has a refuse service contract with CR & R and provides 1 free large item pickup per year. This program will assist the residents in the CDBG target area in having clean neighborhoods 6 times per year for an entire weekend.

E. Does the proposed program serve Veterans? (Note: Up to 10 additional rating points may be awarded to this application based on the percentage of Veterans served.) Yes ☐ No ☒

If "Yes," what is the total percentage of Veteran clients served by the program? 0%

This program is not limited to veterans. It services all residents in the CDBG target area.

- G. Provide the following information regarding full-time, part-time, contract & volunteer staff that will be utilized to provide the proposed service. (If CDBG funds are requested for any personnel costs, Attachment C "CDBG Funded Personnel" must be completed).

Full-Time Staff: _____ Part-Time Staff: 2
 Contract Staff: _____ Volunteers: _____

- H. What percentage of the organization's total budget is spent on fundraising and overall administration? 20% of CDBG is for administration of CDBG programs.
- I. Provide the following information regarding the number of unduplicated clients that will be served by the proposed program:
1. Total number of unduplicated clients, regardless of city of residence that will be service by the program between 7/1/11 and 6/30/12? N/A
 2. Total number of unduplicated Costa Mesa clients that the program will serve by the program between 7/1/11 and 6/30/12? 13,279 Individuals (40% of 33,198 total CDBG population, or 3319 households (4 persons/household)
 3. What is the total proposed program budget for FY 2011-2012? \$20,300
 4. What % of the total program budget will be used to serve unduplicated Costa Mesa residents? 100%

J. Budget Leveraging

1. Will CDBG or other grant funding be requested for this program from any other city or the County? Yes ☒ No ☐ CDBG-R[†]

If "Yes" how much and will these grant funds be used to assist Costa Mesa Residents?

NAME OF AGENCY	CDBG/GRANT AMOUNT REQUESTED	AMOUNT THAT WILL SERVE CM RESIDENTS
City of Costa Mesa/HCD	\$20,300	\$20,300
	\$	\$

Add additional sheets if necessary.

[†] Ensure that these amounts are also listed in "ATTACHMENT B PROPOSED 2011-2012 PROGRAM BUDGET."

2. Will grant funding be requested for this program from any other funder?

Yes ☐ No ☒

If "Yes" how much and will these grant funds be used to assist Costa Mesa Residents?

NAME OF FUNDER	GRANT AMOUNT REQUESTED	AMOUNT THAT WILL SERVE CM RESIDENTS
N/A	N/A	N/A
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Add additional sheets if necessary.

K. Is this a new program? Yes ☒ No ☐ If this is not a "New" program, how will this program be expanded from current program efforts? _____

L. Will requested CDBG funds be used as "seed money" to create additional funding opportunities? Yes ☐ No ☒

M. Will requested CDBG funds be used to match funding requested for another funder? Yes ☐ No ☒ If "Yes," provide information regarding the other grant source and match requirements. _____

5. HUD REQUIREMENTS

Provide the following information regarding the number of individuals to be served by the proposed program and your agency from 7/1/11 through 6/30/12:

- A. Number of unduplicated Costa Mesa residents the program will serve with requested CDBG funds? 13,279 Individuals (40% of 33,198 total CDBG population).

What % of these individuals will be of low/moderate income? 100%

Note: HUD requires that each organization providing services to individuals with CDBG public service grant funds document the size, race/ethnicity & income of assisted households. Income documentation is not required for "presumed beneficiary" category clients; however, documentation of "presumed beneficiary" status is required. Presumed beneficiaries include: abused children, seniors (over 62 years of age), battered spouses, severely disabled adults, homeless persons, illiterate persons, persons with HIV/AIDS, migrant farm workers.

- B. Does the proposed program application/intake form collect all HUD-required information?

Yes ☐ No ☒ (Area wide benefit) If "Yes," how is this information documented?

a. Self-Certification ☐

b. Analysis of household income documents such as tax returns/pay checks ☐

c. Program serves presumed beneficiary category ☐ List category _____

If "No," how will this information be collected and reported to the City? The City will work directly with the vendor to obtain the number of residents who used the dumpster and tonnage of waste/refuse.

- C. Submit a copy of the current or proposed program application/intake form with your original application submission package. N/A. This is an area wide benefit activity which meets the national objective of helping a low/mod neighborhood. The City is not having individual homeowners/occupants apply for dumpsters and intake forms are not required. The dumpsters will be manned by part-time staff who will request the door hangers provided by the City and photo I.D. for compliance.

- D. If the proposed service assists the homeless, what percentage of clients are "chronic homeless?"
_____% ☒ Not Applicable

HUD defines chronically homeless as an unaccompanied homeless individual with a disabling condition that has been continuously homeless for 1 year or more or who has had at least 4 episodes of homelessness in the past 3 years. Furthermore, to be defined as chronically homeless a person must be living on the street or in emergency shelter at the time of eligibility determination - the definition does not include time spent living in transitional housing.

- E. All CDBG-funded activities are required to provide output (i.e. number of individuals served) and outcome (i.e. anticipated benefit to program recipients) data. All CDBG-funded activities must meet one of HUD's "objectives" and "outcomes."

OBJECTIVE - Check the box (only one) that best applies to the proposed program:

- ☒ Suitable Living Environment – The activity is designed to benefit the community, families, or individuals by address issues in their living environment.
- ☐ Decent Affordable Housing – The activity is designed to cover a wide range of housing opportunities that meet individual family or community needs.
- ☐ Creating Economic Opportunities – The activity will generate economic development, commercial revitalization or job creation.

OUTCOMES - Check the box (only one) that best applies to the proposed program.

- ☐ Availability/Accessibility – The activity makes services, infrastructure, housing or shelter available/accessible to low- & moderate-income people, including individuals with disabilities.
- ☐ Affordability – The activity provides affordability in a variety of ways for low- & moderate-income people (includes creation or maintenance of affordable housing, basic infrastructure hook-ups or services).
- ☒ Sustainability (Promoting Livable or Viable Communities) – The activity aims to improve the community or neighborhoods, helps to make them livable or viable by providing benefits to low & moderate-income people, or by removing/eliminating slums/blighted areas.

- F. Regarding Objectives/Outcomes listed above, describe how success & effectiveness (i.e. outcome) of proposed services will be measured. Include the program definition of success/effectiveness, tools used to measure program success/effectiveness, the % of individuals served that will meet/exceeded the success/effectiveness threshold & how clients will be tracked to measure outcomes. If no system is in place, discuss steps to be taken to implement a performance measurement system. Degree of success would be 40% of the residents using the dumpster. We will work with the disposal company to assess the number of users and the amount of waste disposed (tonnage) through the life of the program. Should the program be continued after the first year, we will utilize actual residential usage numbers and waste volume to determine appropriate outcomes for future years.

6. COALITION APPLICATION INFORMATION (Maximum 10 Extra Rating Points)

NOTE: A coalition is defined as two or more agencies applying for CDBG public service grant funds with the goal of eliminating duplication of services & grant administration. Evidence of a formal Memorandum of Understanding or agreement between coalition agencies must be provided.

☒ CHECK BOX IF NOT APPLICABLE

A. List coalition members:

Lead Agency:
Member:
Member:
Member:
Member:

- B. Describe the target population to be served by the coalition. _____
- C. Describe the services each member of the coalition will provide to coalition clients & how services will be coordinated, tracked and reported. _____
- D. How is the effectiveness & success of coalition efforts measured? Provide data regarding coalition effectiveness/success for the past two years. _____
- E. How many clients will be served by coalition efforts during the 2011-2012 Program Year with requested CDBG funds? _____

7. CERTIFICATION

I hereby certify that I am authorized to submit this application for CDBG public service grant funding provided by the City of Costa Mesa ("City") by the Board of Directors of City of Costa Mesa Housing & Community Development ("Agency"). If grant funds are granted, funds will be used solely to benefit low- and moderate-income Costa Mesa residents. Agency understands that general liability, auto liability insurance, and workers compensation insurance are required and will be provided per terms of a grant agreement to be executed between the City and the Agency. Agency understands that grant funds are provided on a reimbursement basis and will provide appropriate documentation to substantiate expenditures submitted for reimbursement. Grant funds will be administered pursuant to this agreement and consistent with applicable federal regulations. If the Agency fails to serve eligible Costa Mesa residents during the term of the contract, or fails to substantially attain projected accomplishments (defined as at least 75% of projected number of persons to be served), Agency will be required to repay all or a portion of funds already disbursed to the Agency by the City and/or forego receipt of additional grant funds. Agency also certifies that it is in compliance with all local zoning/land use regulations and possesses all required licenses and permits to operate/provide program.

Name: Silvia Kennerson

Title: Management Analyst

Signature

Date

ATTACHMENT A

PAST & PROJECTED CDBG-FUNDED PROGRAM ACCOMPLISHMENTS

Program Name: Large Item Disposal Program

Do not use percentages
List actual number of unduplicated Costa Mesa residents served in past years or estimate number of unduplicated Costa Mesa residents to be served with requested CDBG funds

INCOME CATEGORY	2008-2009 ACTUAL NUMBER OF CM PERSONS SERVED	2009-2010 ACTUAL NUMBER OF CM PERSONS SERVED	2010-2011 PROJECTED NUMBER OF CM PERSONS TO BE SERVED	2011-2012 PROJECTED NUMBER OF CM PERSONS TO BE SERVED
MODERATE-INCOME 80% + MEDIAN INCOME	N/A	N/A	N/A	
LOW-INCOME 50%-80% MEDIAN INCOME	N/A	N/A	N/A	13,279
VERY LOW-INCOME 30%-50% MEDIAN INCOME	N/A	N/A	N/A	
EXTREMELY LOW- INCOME 0%-30% MEDIAN INCOME	N/A	N/A	N/A	
TOTAL	N/A	N/A	N/A	13,279

ATTACHMENT B

PROPOSED 2011-2012 PROGRAM BUDGET

Program Name: Large Item Disposal Program

*See Exhibit A for Line Item Budget

BUDGET CATEGORY	CDBG	OTHER	TOTAL
Agency Administration Staff Salaries & Benefits	\$	\$	\$
Program Staff Salaries & Benefits	\$6,000	\$	\$6,000
Program Supplies	\$	\$	\$
Rent/Lease	\$	\$	\$
Communications	\$2,300	\$	\$2,300
Utilities	\$	\$	\$
Insurance	\$	\$	\$
Professional Services (Specify)	\$	\$	\$
Other (Specify) (Dumpsters)	\$5,300	\$	\$5,300
Other (Specify)	\$	\$	\$
Other (Specify)	\$	\$	\$
Other (Specify)	\$	\$	\$
TOTAL	\$20,300	\$	\$20,300

List Source of "Other" Program Funds

SOURCE OF OTHER PROGRAM FUNDS	AMOUNT OF OTHER PROGRAM FUNDS	FUNDS SECURED VIA CONTRACT?
NA	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
TOTAL	\$	

ATTACHMENT C **CDBG FUNDED PERSONNEL**

☐ CHECK BOX IF NOT APPLICABLE

LIST ONLY POSITIONS FOR WHICH YOU ARE REQUESTING CDBG FUNDING

AGENCY ADMINISTRATION

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
2 Part-time Staff	\$6,000	\$0	\$6,000	\$6,000	100%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

PROPOSED PROGRAM CONTRACT STAFF

POSITION TITLE	ANNUAL SALARY	ANNUAL BENEFITS	TOTAL COMPENSATION	CDBG FUNDS REQUESTED	% OF TIME POSITION IS DEDICATED TO COSTA MESA CDBG ACTIVITY
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

COST FOR ONE (1) DAY CDBG LARGE ITEM DISPOSAL PROGRAM

Dumpster Rental Cost	\$500	
Empty & Return Cost	<u>\$500</u>	
	\$1,000 x 6 Dumpsters	\$6,000
	(2 dumpsters x 6 areas x 1 day/yr)	<u>\$12,000</u>
Advertising		
	Flyers \$300	\$300
	City Web Site \$0	<u>\$0</u>
	Total Cost:	\$300
	Door Hangers (Printing & Distribution) 10,000 units	\$2,000
	Total Advertising Cost	<u>\$2,300</u>
Part-time Interns	\$15/hr x 8 hrs interns manning x 12 times/year x 2 interns [2 dumpster per area]=	<u>\$3,000</u>
	Total Personnel Cost	\$3,000
	Total	<u>\$17,300</u>

COST FOR TWO (2) DAYS CDBG LARGE ITEM DISPOSAL PROGRAM

Dumpster Rental Cost	\$500	
Empty & Return Cost	<u>\$500</u>	
	\$1,000 x 6 Dumpsters =	\$6,000
	No additional cost for 2nd day (2 dumpsters x 6 areas x 2 days/yr)	<u>\$12,000</u>
Advertising		
	Flyers \$300	\$300
	City Web Site \$0	<u>\$0</u>
	Total Cost:	\$300
	Door Hangers (Printing & Distribution) 10,000 units	\$2,000
	Total Advertising Cost	<u>\$2,300</u>
Part-time Interns	\$15/hr x 16 hrs interns manning x 12 times/year x 2 interns [2 dumpster per area]=	<u>\$6,000</u>
	Total Personnel Cost	\$6,000
	Total	<u>\$20,300</u>

*Application refers to weekend service. This budget reflects both single day and weekend service.